

**SAVE, A Friend to Homeless Animals**  
1010 Route 601, Skillman, NJ 08558

***Kennel Attendant/Adoption Counselor***  
(Job description, revised April 18, 2023)

**Status:** Full time or Part time, hourly

**Schedule:** As needed, Weekends required

**Formally Reports To:** Director of Shelter Operations

Interested candidates: email completed job application from website or a copy of your resume to the director of shelter operations at [SAVE@savehomelessanimals.org](mailto:SAVE@savehomelessanimals.org)

**Summary**

Perform routine animal care and related duties to resident cats and dogs at SAVE animal shelter. This work involves cleaning, maintaining kennel areas, and performing related shelter duties. Employees carry out daily assignments; such as speaking with visitors and potential adopters regarding resident animals and using independent judgment and training to take appropriate actions to deal with standard recurring situations.

This individual must demonstrate a passion for companion animal welfare, team spirit, customer service skills, professionalism, time management skills, and personal development.

**Essential Duties and Responsibilities**

**1. Kennel Attendant**

- a. Clean dog kennels, cat cages and performs related housekeeping duties.
- b. Maintains proper inventory levels of cleaning and other supplies. Informs manager when reordering is necessary.
- c. Speak to potential adopters about available and suitable pets.
- d. Perform daily dog walking, training and enrichment to resident dogs as instructed by kennel manager.
- e. Bathe dogs and cats.
- f. Assist other staff with laundry duties.
- g. Perform other related work as required.

**2. Pet adoption counseling activities**

- a. Screens potential adopters, reviews applications, files paperwork, observes interactions between pets and potential adopters, educates owners about proper pet care, sets up appointments for veterinary procedures, and processes adoption fees.
- b. Assist with a variety of other duties at the shelter such as processing donations, answering phones, updating records, filling out cage cards, ordering supplies, assist with walking dogs or cleaning cat cages, when required.
- c. Other duties, as assigned

**3. Personal Development Expectations**

- a. Be receptive to feedback and coaching
- b. Learn new techniques, skills, & strategies
- c. Attend related training conferences/seminars (in person and online)

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- d. Share and implement new ideas, strategies, etc.

**Knowledge, Abilities and Skills**

- Knowledge of basic animal husbandry
- Knowledge of basic methods and procedures of kennel cleaning
- Ability to deal courteously and effectively with the public
- Ability to handle animals (cats and dogs) safely and effectively
- Ability to clean kennels efficiently
- Ability to work independently
- Possess strong interpersonal and communication skills

**Training and/or Education**

High School Diploma or GED

**Experience**

Experience preferred, but willing to train qualified candidate

Ability to operate a vehicle observing legal and defensive driving practices and operations of vehicle under all types of weather and road conditions. Must maintain insurability to operate agency vehicles as a condition of employment.

**Licenses or Certificates**

Valid driver's license

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Dealing with possible unruly, aggressive, sick, injured, and dangerous animals and impounding the same safely and humanely.
- b. This position is regularly required to use hands and fingers, handle or feel objects, tools or controls; reach with hands and arms; and talk and talk and hear.
- c. Requires the ability to stand, walk, sit, reach with hands and arms, and stoop, kneel or crouch. The position holder must be able to regularly lift and/or move up to 50 pounds and occasionally lift, push, and/or move up to 100 lb or more.
- d. While performing the duties of this job this position may be exposed to animal odors, airborne particles, parasites, and infectious diseases.
- e. The noise level in the work environment is usually moderate.
- f. Exposure to all types of weather conditions.

**Unusual Demands**

Work is subject to working on weekends and holidays. Employee will be required to work outside in a variety of weather conditions.